

**United States District Court  
District of Puerto Rico  
Clerk's Office**

Frances Moran, Esq.  
Clerk of Court



150 Carlos Chardon Street  
Federal Building, Room 150  
San Juan, P.R. 00918  
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## **Vacancy Announcement 16-04**

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AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

**Position Title:** Intern  
(Multiple positions may be filled from this vacancy)

**Position Type:** Part-time/Temporary Not-to-Exceed 90 days

**Term of Internship:** June 13, 2016 through September 9, 2016  
(Work Schedule Determined Upon Appointment)

**Grade:** Classification Level CL-21

**Salary:** \$9.89 per hour + 4.20% Cost of Living Allowance

**Open Date:** Friday, May 13, 2016

**Closing Date:** Friday, June 3, 2016

### **POSITION OVERVIEW**

The United States District Court for the District of Puerto Rico seeks a highly motivated, responsible, detailed oriented intern to perform the Court's cyclical property reconciliation. The incumbent should be able to work with a team and have excellent interpersonal skills. This position reports directly to the Court Unit's Property & Procurement Specialist.

### **REPRESENTATIVE DUTIES**

The primary focus of the job is to perform duties related to the property management program, such as: Tag furniture and other office materials or equipment. Move, setup, and examine furniture and equipment, noting and reporting any defects. The Intern will perform the cyclical property reconciliation in accordance with court policies and approved internal controls under the guidance of higher level staff. The incumbent will also install operating systems in computers declared as excess and in the process of donation.

### **QUALIFICATIONS**

The successful applicant must be a high school graduate or equivalent.

## PREFERRED QUALIFICATIONS

- ❖ The ideal applicant will be enrolled as a Junior or Senior in an accredited undergraduate program in Business Administration field in an accredited undergraduate program with good academic standing or a recent college graduate.
- ❖ Ability to understand and analyze the court's policies, procedures, practices and guidelines related to property transactions and office administration.
- ❖ Ability to interact effectively and tactfully with a wide variety of people.
- ❖ Skill in using

## APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment**- Form AO78, available in the Clerk's Office or on our website [www.prd.uscourts.gov](http://www.prd.uscourts.gov).
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

You must submit **ALL** required documents to be considered for this opportunity; incomplete packages will not be considered.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR  
Attn: Agnes Ferrer-Auffant, Esq.  
Human Resources Manager  
150 Carlos Chardon Street  
Federal Building, Room 150  
San Juan, P.R. 00918-1787

or e-mailed to: [vacancies@prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)

**All applications must be submitted by Friday, June 3, 2016. E-mailed documents must be submitted as a single PDF document.**

Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date the position is filled.

**NO TELEPHONE CALLS WILL BE ACCEPTED.**

## CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

**The United States District Court is an Equal Opportunity Employer**